



Air Force Nurse Corps Continuing Education Approval and Recognition Program



**Lt Col Sandra Bruce, USAF, NC
HQ AFPC/DPAMN
DSN 665-2715**



WHO



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✉ Chief, Air Force Nursing Education

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WHERE
HQ Air Force Personnel
Center
550 C Street STE 27
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WHY



- ☞ **AFI 41-117 Nurses require 60 contact hours every three years**
- ☞ **136 CNE Programs approved**
- **2,026 contact hours awarded**
- **\$3.5 million in registration and TDY costs saved**



Continuing Education (CEARP)



- Received ANCC 6 -yr Accreditation
- Guidelines on AFPC homepage

<http://www.afpc.randolph.af.mil/>

<http://afas.afpc.randolph.af.mil/medical/dpamn.htm>

- Application may be processed electronically, FAXED, or mailed



UNITED STATES
AIR FORCE NURSE CORPS

**GUIDELINES FOR AIR FORCE NURSE CORPS
CONTINUING NURSING EDUCATION**

**Headquarters Air Force Personnel
Center
Medical Service Officer management
Division
Randolph Air Force Base, Texas
February 2003**





WHAT



- **Accredited Approver Organization:** Nurse Utilization and Education Branch, Medical Service Officer Management Division (HQ AFPC/DPAMN)
- **Approval Process:** Provided through status as an accredited approver unit of the American Nurses Credentialing Commission on Accreditation (ANCC COA)
- **Approver unit:** HQ AFPC/DPAMN1 reviews and makes decisions concerning approval of CE activities submitted by its constituency



WHAT



- Approved Provider - Recognition of an USAF organization or nurse constituent as an extension of HQ AFPC/DPAMN, with the authority to provide *Provider Directed* or *Learner Directed* activities or both within the local constituency



WHEN



Peer Review Process (p. 8)

- CEARP Committee meets monthly to review and act on submitted activities
- Applications should arrive two weeks (10 business days) before the CEARP meeting
- Application reviewed by 3 committee members
- Providers are notified of committee action within 5 working days



HOW



- 👉 Eligibility Criteria for Applicants Seeking Approval: Providers of CE must fall within the NC constituency (p. 7)



HOW



- ❑ Approver unit prepares application to meet CEARP committee
- ❑ Performs a quantitative review to assure required documentation is present
- ❑ If documentation is incomplete, OIC/NCOIC contacts the Provider to obtain required information, or informs the Provider regarding withdrawal procedures until the application is complete.



HOW



- **One contact hour (CH) equals 50 actual teaching minutes of approved, organized learning activity, either a didactic or clinical experience.**
- **Minimum number of contact hours that can be approved is ONE**
- **After first contact hour is approved, partial credit may be awarded**



Committee Actions



- **Approval** - meets ANCC COA requirements in terms of scope, depth and level, and meets criteria stated in CEARP guidelines
- **Resubmit** - significant discrepancies from the minimum criteria and requires extensive revision before approval can be granted



Committee Actions



- If approved, an approval code will be awarded
- Approval period is two years from date of approval
 - Unless there are significant program changes, then re-submit



Committee Actions



- **Disapproved** (p. 11) - application is inappropriate for activities such as:
 - Orientation programs designed to familiarize nurse with policies/procedures of an institution or in-service classes that familiarize nurses with new equipment, supplies or pharmaceuticals.



Committee Actions



Disapproval, cont.

- ☞ If presentation is expanded in terms of scope, depth and level to clearly demonstrate content that builds upon the experiential and educational level of nurses, it may be submitted for review
- ☞ Activities designed for spectrum of health care personnel: BLS, Fire, Safety, Infection Control, etc.



Committee Actions



Disapproval, cont.

- **Activities designed for military personnel in general: writing OPRs, EPRs, PRFs, sexual harassment, etc.**
- **Activities to inform staff about accrediting or inspection agency's visits**
- **Medical Readiness activities that do not meet ANCC COA or CEARP criteria**



Provider Actions



- **Appeal** - An appeal on a decision made by the CEARP committee will be considered if the applicant believes the application met ANCC COA and CEARP criteria.
- **Withdraw** - A Provider may withdraw an application by written or telephone request to at any time during the review process.
- **Resubmission** - Withdrawn applications may be resubmitted to HQ AFPC/DPAMN at any time.



Activity Categories



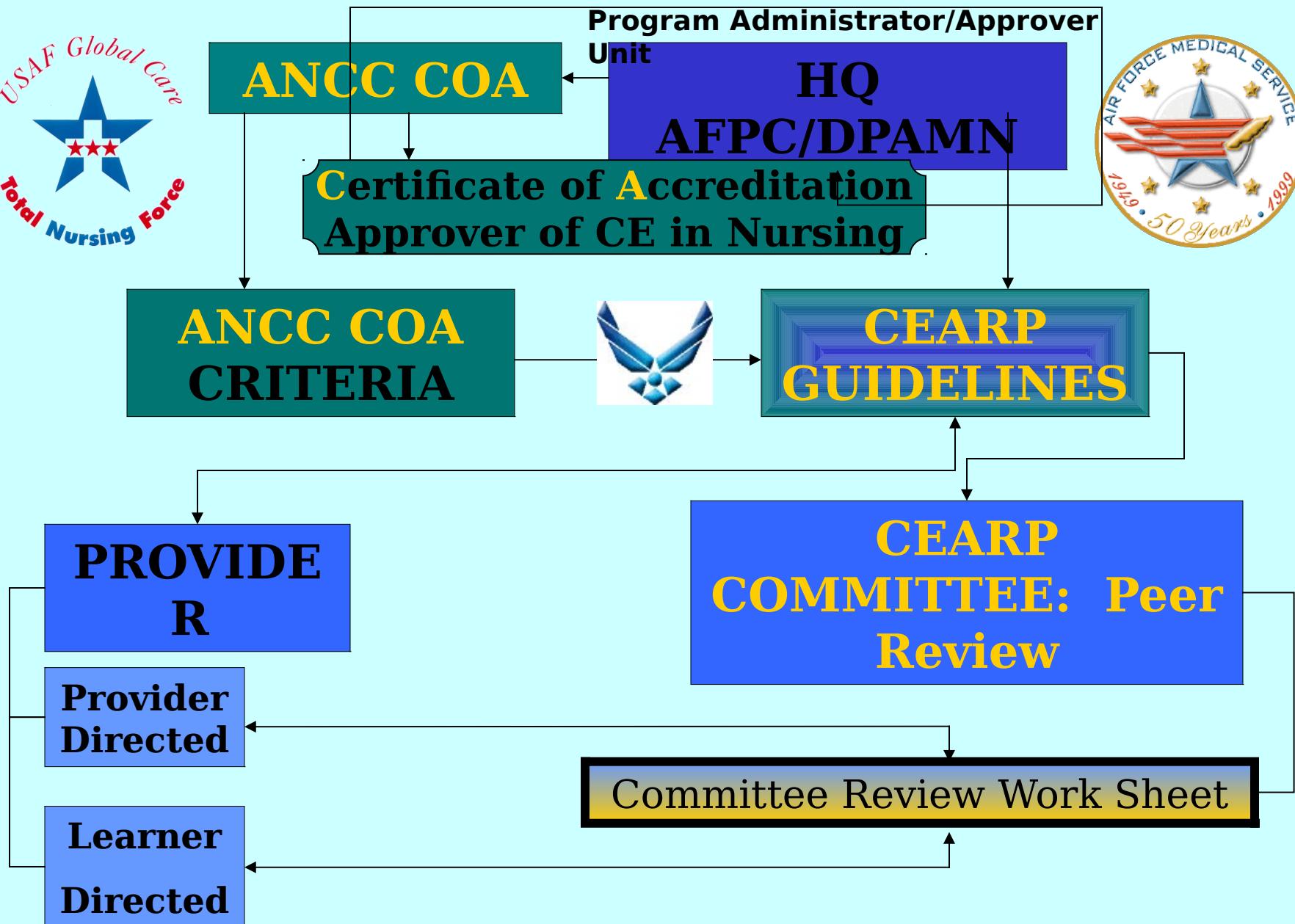
- **Provider Directed** - An educational activity that involves participant attendance and is distinguishable by the fact that the pace of the activity is determined by the provider who plans and schedules the activity



Activity Categories



- **Learner Directed** - An educational activity designed for completion by learners, independently, at the learner's own pace and at a time of the learner's choice





AF NC CEARP



- How to apply for Approval of a Continuing Education (p. 18-24)
- Committee Review Worksheet (Found in Attachments)



Required Documents



- Tab 1** Applicant: Completed your quality check using the **PROVIDER** column on **Worksheet**
- Tab 2** AF Form 2661, *Air Force Medical Service Application for Approval of Continuing Health Education Offering*
- Tab 3** AF Form 2662, *Continuing Education Curriculum Vitae for Instructor*
- Tab 4** Agenda
- Tab 5** AF Form 2663, *Continuing Health Education Program Outline*
- Tab 6** Copy **FACULTY DISCLOSURE DECLARATION**
- Tab 5** Evaluation tools (critique/tests/checklists)
- Tab 6** Certificate of attendance/course completion with required elements
- Tab 7** Handouts (optional)
- Tab 8** Co-Provider agreement, if applicable



Required Content



- ❑ **Air Force Medical Service Application for Approval of Continuing Health Education Offering (AF Form 2661) P. 19-21**
 - ❑ **CORPS**
 - ❑ **TARGET AUDIENCE**
 - ❑ **CONTACT HOURS REQUESTED**
 - ❑ **DETERMINATION OF LEARNING NEEDS**
 - ❑ **OFFERING OVERVIEW**



Required Content



- PLANNING COMMITTEE**
- PHYSICAL FACILITY**
- ADDITIONAL COMMENTS**
 - Purpose/Goals**
 - Faculty Involvement**
 - Evaluation Methodology**
 - Verification of Participation and Successful Completion**



Required Content



- ☞ **Record Keeping**
- **Co-Providership**
- **Commercial Financial Support**
- **Other Internal Funding**
- **Partial Credit**
- **Course Publicity**
- **Availability**



Required Content



- **AGENDA**
- **AF Form 2662, *Continuing Education Curriculum Vitae for Instructor***
 - **Biographical Data**
- **AF Form 2663, *Continuing Health Education Program Outline***
 - **Providered Created Activities**
 - **Standardized Courses**



Required Content



- **Evaluation Tools**
 - **Performance Objectives**
 - **Posttest**
 - **Participant Critique**
- **Certificate**
- **Handouts**



Required Content



- ☞ **After Action Reports (AAR)**
 - **Complete the AAR template (Attachments)**
 - **Include any changes to the program**
 - **Forward to HQ AFPC/DPAMN**
 - **Failure to do so could result in revocation of approval code**



Required Content



- **AF CEARP COMMITTEE REVIEW WORKSHEET**
 - **Found in Attachments**
 - **Provider completes first column and submits with the application**
- **Three CEARP Committee members review and determines status**



Review Worksheet





Summary of Changes



- **Changes in criteria**
 - Program criteria have been streamlined
 - Administrative
 - Unit operations
 - Resources
 - Outcomes evaluation
 - Educational design
 - Operational requirements were added
 - Some of the former criteria are now listed under “operational requirements”



Summary of Changes



- Key elements and required evidence have been identified for each criteria
- No longer can submit three sample hours of the activity, the entire activity must be submitted
- Changes in terminology
 - “ED I” is now “Provider Directed CE”
 - “ED II” is now “Learner Directed CE”



Summary of Changes



- Eliminated items
 - Bio forms for presenters (still need a C-V)
 - Peer reviewers do not need to be BSNs
 - Information regarding “Physical Facilities”
 - The location of an activity on certificates
 - The details of participant evaluation forms



Summary of Changes



- **Modified Items**
 - **A minimum of 1 nurse on the planning committee**
 - **The Provider Approval Period is now three years**
 - **The requirement for pilot testing has been replaced with Key Element:**

“Contact hours are determined in a logical and defensible manner, consistent with the objectives, content , teaching learning strategies, and target audience”

- **Therefore the provider must “Identify the number of contact hours to be awarded, with supporting documentation”**



Summary of Changes



- **Added Items**
 - **Vested interest and commercial support regulations**
 - New “Faculty Disclosure Form”
 - New Commercial Support guidance
 - **Written description of strengths and areas for improvement for each criterion (approved provider only)**
 - **Written summary of provider unit self assessment (for approved providers-new form added)**



Summary of Changes



- Written description of strengths and areas for improvement for each activity (After Action Report template updated)
- Quarterly report of Continuing Education Activities for Provider Units (new form)
- For all submitted activities to the CEARP Committee for approval:

Provider must complete the AF CEARP Committee Worksheets and submit with each application



Questions?

